

The purpose of this data collection is to gather student information on students who graduated or left school with a certificate of completion after September 20, 2006, and before October 1, 2007.

### Audience

This is a required collection for public schools, charter schools, and accredited non-public schools that have high school graduates.

### Instructions

Count each pupil to whom you issued a diploma or a document in the 2006-2007 school year regardless of the pupil's resident corporation. The required data should be collected, combined into a file, and submitted to the Department of Education through the secure Application Center. The file may be any of the formats contained in this document and must contain all the fields in the order described. In addition, the STN number must currently exist in the STN Lookup.

The required **collection period** will begin on **October 1, 2007**, and last until **October 31, 2007**, which is the **final** date for submission. During this time you are required to submit the file to the Department of Education using the secure Application Center, check the processing results for errors, review the reports in the Message Center for accuracy, and keep a final copy on file. If there are any errors or inaccuracies you may correct your data file and transmit the file again until the end of the day on October 31, 2007.

The required **signoff only period** will begin on **November 1, 2007**, and last until **November 8, 2007**. The Corporation Summary Report (found under Message Center>Reports) should be signed by the Superintendent and returned to the Division of Educational Information Systems. Data transfer, input form, and delete options will not be available during this period.

### Graduate Report (DOE-GR) Report Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
<b>1</b> <b>A</b>	<b>School Number</b>	4	State Assigned School ID  <b>Required Field:</b> YES	School building where the student is located
<b>2</b> <b>B</b>	<b>Student Test Number (STN)</b>	9	Official Student Test Number (STN) assigned to student  <b>Required Field:</b> Yes	Must exist in the STN Lookup
<b>3</b> <b>C</b>	<b>Post Graduate Information</b>	1	What type of higher education is the student now pursuing?  <b>Allowable Codes Are:</b>  1 = Four (4) year or more College or University 2 = Two (2) year College or University 3 = Vocational/Technical School 4 = Military 5 = Not pursuing Higher Ed  <b>Required Field:</b> Yes	
<b>4</b>	<b>Type of Graduate or Student Exiting</b>	2	What type of diploma or document did the graduating student receive?  <b>Allowable Codes Are:</b> 01 – 12  01 = Regular (Passed GQE)  02 = Core 40 and Academic Honors (Passed GQE)  03 = Core 40 only (Passed GQE)  04 = Regular Diploma (GQE Appeal)  05 = Core 40 Only (with Core 40 Waiver or GQE Appeal)  06 = Certificate of Completion	1 = Students who passed GQE and received a regular Diploma  2 = Students who passed GQE and received an Indiana Academic Honors Diploma. This information will become part of the State Aid Distribution.  3 = Students who passed GQE and received a Core 40 Diploma but <u>not</u> an Indiana Academic Honors Diploma.  4 = Students who did not pass GQE but received a regular Diploma through the GQE "appeals" process. (Regular and special education student.)  5 = Students who did not pass GQE but received a Diploma by successfully obtaining a Core 40 waiver but NOT an

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
D			(IEP program Completed)  07 = Course Completion  08 = Core 40 and Academic Honors Diploma (with GQE Appeal or Core 40 Waiver)  09 = Core 40 with Technical Honors (Passed GQE)  10 = Core 40 with Technical Honors (with Core 40 Waiver or GQE Appeal)  11 = Regular Diploma (Workforce Readiness Option)  12 = International Baccalaureate Diploma   <b>Required Field:</b> Yes	Academic Honors Diploma.  6 = Special Education Students who are not capable of earning a diploma, but who completed the public school educational program prescribed in the student's IEP. <b><u>Note: This is not considered a diploma, this student is exiting the educational system</u></b>  7 = Students who completed the minimum courses required for High School graduation but did not meet the Graduation Qualifying Examination requirement. <b><u>Note: This is not considered a diploma, this student is exiting the educational system but is entitled to return to continue pursuing a diploma.</u></b>  8 = Students who received an Indiana Academic Honors Diploma with a GQE Appeal or a Core 40 Waiver. (Regular and special education students.)  9 = Students who received an Indiana Core 40 with Technical Honors Diploma.  10 = Students who did not pass GQE but received a Core 40 with Technical Honors Diploma with a GQE appeal or a Core 40 waiver.  11 = Students who did not pass the GQE but received a Regular Diploma through the Workforce Readiness Option.  12 = Students who received the International Baccalaureate Diploma, as prescribed by the International Baccalaureate Organization.
5  E	ASC graduate	1	Did the student obtain the diploma through the Adult Secondary Credit program?  <b>Allowable codes are:</b> Y = Yes N = No  <b>Required Field:</b> Yes	

## Common Scenarios

The following section contains likely scenarios of graduating students and a description of how they would be reported.

### Scenario #1: Foreign Exchange student

Scenario: A foreign exchange student returns to his/her country before graduating; a local certificate was issued to this student:

Reporting result: Student should be reported as a mobility student on the DOE-DM Dropout and Mobility Report. If the student was issued a diploma, report the results in the proper category on this report.

### Scenario #2: Student returns to complete requirements for graduation

Scenario: A student is awarded a local certificate of attendance, certificate of course completion, or certificate of some other name at the end of the school year. The student returns to school in the fall during the next school year to complete requirements to earn a diploma.

Reporting result: Except for a certificate of completion issued pursuant to 511 IAC 7-28-3 to a special education student who is not working toward a high school diploma, no certificate is recognized by the state. Indiana Code 20-32-4 and State Board of Education rule 511 IAC 6-7 establish minimum requirements for graduation. Until a student meets those requirements, the student is not a

graduate regardless of whether the student's school earlier awarded the student some type of certificate. If the student completes all graduation requirements during the next school year, the student is to be counted on that collection of the DOE-GR. The student, if enrolled, will be counted in DOE-ME Membership, DOE-PE Pupil Enrollment, DOE-AT Attendance, and any other data collection for which the student is eligible to be counted.

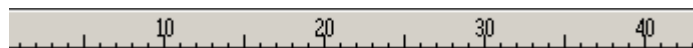
## Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

### Comma Delimited Format

```
0001,000102001,1,05,N
0001,000102999,5,01,N
0002,000202001,1,01,N
0002,000202999,4,02,Y
```

### Positional Format



```
0001000102001105N
0001000102999501N
0002000202001101N
0002000202999402Y
```

### E(x)tensible Markup Language (XML) Format

```
<XIF_GRData>
  <Corporation Id="8800">
    <School Id="0001">
      <Student STN="000102001">
        <SchoolUse PostGradInfo="1" GraduationType="05" ASC="N" />
      </Student>
      <Student STN="000102999">
        <SchoolUse PostGradInfo="5" GraduationType="01" ASC="N" />
      </Student>
    </School>
    <School Id="0002">
      <Student STN="000202001">
        <SchoolUse PostGradInfo="1" GraduationType="01" ASC="N" />
      </Student>
      <Student STN="000202999">
        <SchoolUse PostGradInfo="4" GraduationType="02" ASC="Y"/>
      </Student>
    </School>
  </Corporation>
</XIF_GRData>
```

## Change History

The following section contains a history of changes made to the DOE-GR Data Layout from the prior version.

Version Number	Change History
06.12.07	New field, Adult Secondary Credit column E added. Signoff Only period added for return of signed Summary Report.
04.20.07	Range on Type of Graduate changed to 1-12
03.28.07	Changes in note section on graduate type 9 and 12.
02.27.07	Dates of collection changed for 06-07 school year. Type of Graduate #6 changed to Certificate of Completion for Special Education Students only. Type of Graduate changed to length of 2, adding codes 9 and 10, additional notes added on 4 and 8. Scenario for Foreign exchange students changed.

Version Number	Change History
07.11.06	Scenario on returning students added.
06.22.06	Audience section added.
03.23.06	Dates of collection changed for the 05-06 school year.
04.06.05	Trial submission period removed from instructions.
10.22.04	Posted as a Preliminary layout
08.16.04	The XML data layout omitted the corporation ending tag.
08.03.04	The XML data layout changes DiplomaType to GraduationType
07.26.04	The XML data layout has one change. <XIF_PEData> change to <XIF_GRData>
06.26.03	Diploma Type field name changed to Graduation Type